

**COURT OF CRIMINAL APPEALS
EMERGENCY E-MAIL FILING
SEEKING RELIEF IN DEATH-PENALTY EXECUTION CASES OR
OTHER EXTRAORDINARY EMERGENCY MATTERS**

In the event that an emergency e-mail filing is necessary, you must follow the steps listed below:

1. You must first phone the Clerk's Office of the Court of Criminal Appeals between 8:00 a.m. and 5:00 p.m. at (512) 463-1551, to inform the Clerk that you will be sending an emergency e-mail pleading. Pleadings sent by e-mail may not exceed 5MB.
2. You will e-mail your emergency pleading by clicking this e-mail link: [CCA Emergency E-Mail](#) and attaching the pleading. In your e-mail, you must include your name, address, telephone number, and Texas State Bar Card number. You must also e-mail the pleading to all those who must be served under TEX. R. APP. P. 6.3 or any other applicable rule.
3. You must confirm by phone that the e-mail filing was received by the Clerk of the Court of Criminal Appeals or the Clerk's designated agent. A representative of the Court will then send a reply e-mail verifying that your filing has been received by the duty judge who will then decide whether to accept delivery of the pleading on an emergency basis pursuant to TEX. R. APP. P. 9.2(a)(2).
4. You must file your pleading in standard paper format, with the required number of copies, in the Court of Criminal Appeals Clerk's office by 9:30 a.m. Central Time the next business day.